

Site Review Questions:

100 – Meal Service Observations

Is the procedure used to determine the number of meals prepared ordered adequate to meet the objective of serving only one meal to each child?

Has the number of meals prepared (or ordered & delivered) been adjusted at this site/camp session?

Were the meals delivered at correct temperature, in acceptable condition and within one hour of meal service (unless adequate refrigeration is available)?

Are holding facilities adequate?

Does the number of meals on the delivery receipt match the number received? (Vended sites only)

Does the site supervisor check all deliveries for completeness and spoilage?

Does the site supervisor sign, date, and maintain a record of delivery receipts? (Vended sites only)

Are acceptable sanitary procedures followed in all aspects of meal preparation and service?

If the State/local health departments visited the site, were any cited deficiencies not corrected?

- In NO, note any cited deficiencies which have not been corrected:

Were all required items served and did serving sizes meet meal patter requirements?

If OVS is used for the meal service did sponsor request approval to implement offer vs. serve?

If OVS is used for this meal service, was offer vs. serve properly implemented (see SFSP Memo 08-2017 Meal Service Requirements, November 12, 2013)?

Does the meal count procedure yield a reliable count of reimbursable meals?

- In NO, explain

Review meal counts for past five days and record number of first meals served below. Is the number of first meals on the day of review consistent with number of meals served on previous days?

- If NO, note the explanation for the inconsistency.

Does the site supervisor turn in meal count documentation to the sponsor at least once a week?

Does the site maintain the Site Record of Meals Served (or appropriate alternative)?

Record the meal count for the day of the review.

- # Meals delivered or prepared
- # Meals leftover from previous day
- # Firsts served to eligible child
- # Seconds serve to eligible child
- # Meals to Program Adults
- # Meals to Non-Program Adults
- # Other Non-Reimbursable
- # Unserved or excess meals

Were any meals found to be ineligible? If Yes, indicate the number of ineligible meals by reason below.

Record the number of disallowed meals in each category for the observed meal service on the day of the review.

- Served outside approved time
- Missing component(s)
- Inadequate quantity
- Over the CAP
- Consumed off site
- Unapproved non-unitized
- Served to adults but included in count of reimbursable meals
- Non-reimbursable

Record Meal Components Actually Served.

- Meat or meat alternate
- Vegetables & Fruits
- Bread or Bread Alternate
- Milk
- Other foods

200 – Civil Rights

Are admission and placement criteria and procedures nondiscriminatory?

Is “...And Justice for All” or FNS-approved poster displayed in a prominent location for all to see?

Is there any separation by race, age, sex, disability, color, or national origin?

- In eating areas?
- In serving lines?
- In seating arrangements?
- In assignment of eating periods?

Are all services and facilities used routinely by all persons without regard to age, sex, disability, race, color, or national origin? (E.g. social recreational areas, study areas, lavatories, waiting rooms, chapels, playgrounds, etc.?)

In the opinion of the reviewer based on information obtained by personal observation, does the site appear to be in compliance with Title VI of the Civil Rights Act of 1964?

Is information provided in the appropriate translations concerning the availability and nutritional benefits of the SFSP, as required by FNS Instruction 113?

Is the nondiscrimination statement and the procedure for filing a complaint included in the SFSP information to parents of beneficiaries or potential beneficiaries, as required by FNS Instruction 113?